

PHOTOCOPY REQUEST

RE 356B (Rev. 5/14)

CalBRE USE ONLY

INSTRUCTIONS

- Unless subpoenaed, only Licensees may receive photocopies of their records.
- Complete information below.
- Type or print clearly in ink.
- Hand deliver or mail completed request to the appropriate district office:
 - FR - 2550 Mariposa Mall, Suite 3070
Fresno, CA 93721-2273
 - LA - 320 West 4th Street, Suite 350
Los Angeles, CA 90013-1105
 - SAC - 1651 Exposition Boulevard
Sacramento, CA 95815-6549
 - SD - 1350 Front Street, Suite 1063
San Diego, CA 92101-3687
 - OAK - 1515 Clay Street, Suite 702
Oakland, CA 94612-1462
- **Acceptable payment methods**—Cashiers' check, money order, check or credit card.
 - Make check or money order payable to:
Bureau of Real Estate

- If paying by credit card, submit a completed Credit Card Payment (RE 909) form.
- Allow 2-4 weeks for delivery.

COPYING FEES

1. *Readily available records*

- No charge for:
 - 10 pages or less
 - a single copy of the most recent subdivision public report
- 10¢ per page
- *Note:* If requesting large amounts (more than 50 pages), please consider providing a "copy service" as an alternative to CalBRE copying fees.

2. *Certified photocopy*

- \$5.00 per request

3. *Subpoenaed records*

- 10¢ per page plus \$16 per hour for clerical costs
- 20¢ per page plus \$16 per hour for clerical costs for documents created from microfilm

REQUESTOR INFORMATION

NAME

MAILING ADDRESS

TELEPHONE NUMBER

LICENSE ID NUMBER

DATE OF BIRTH

SOCIAL SECURITY NUMBER (LAST 4 DIGITS)

RECORDS MUST BE CERTIFIED

☐ NO ☐ YES-*Refer to fees*

LICENSEE SIGNATURE



Description of records to be photocopied

NAME

CASE NUMBER, FILE NUMBER, ETC.

OTHER IDENTIFYING INFORMATION (*EXAMPLE: CHANGE APPLICATION DATED 9/09/04 OR RENEWAL APPLICATION DATED 2/23/96*)

CalBRE ESTIMATED CHARGES

Non-subpoenaed records

Estimated Pages
 @ 10¢ per page \$
plus Certification Fee (if requested)..... \$
Total Estimated Charges \$

Subpoenaed records

Number of Pages.....
 @ 10¢ per page \$
Number of Pages.....
 @ 20¢ per page (from microfilm)..... \$
Number of Hours
 @ \$16 per hour * \$
Other Actual Costs..... \$
Total Charges \$

* Minimum Charge – \$4 for ¼ hour or fraction thereof.

Note to CalBRE staff: All requests are processed by the Licensing Information Section. If paper copy is from a licensee masterfile, this document will be imaged after the request is completed.